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# Example of Senior Admin Job Description

Our innovative and growing company is hiring for a senior admin. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior admin

* Provide month end and quarter end support as needed to achieve corporate goals
* Participate in projects and goals to support Department and Corporate goals
* Process post sale service orders and RMA’s for replacements and depot repair orders in via the Oracle CRM system
* Process and coordinate internal product purchases and transaction management for fulfillment of in-direct sales through our China distribution inventory
* Communicate and coordinate shipments and deliveries with our international and domestic freight forwarders
* Provides administrative support to executive and may support a functional group, performing a broad range of administrative functions, to include highly sensitive/confidential matters
* Serves as a "gatekeeper" by screening emails, phone calls, and visitors
* Organizes meetings/events, both on and off-site, which may include extensive arrangements, depending on the nature of the meeting and the location of the attendees
* Researches and prioritizes issues and concerns addressed to the executive
* Procures office supplies and monitors and may manage budget for functional area

## Qualifications for senior admin

* Previous clerical or customer service experience preferred
* Knowledge of all aspects of SAS application
* Strong knowledge of the operating system(s) that SAS is installed on, such as memory management, file system architecture, CPU utilization
* Understand the SAS architecture at the site, , PC only, client server, multi-tier
* Act as the key point of contact with stakeholders
* Advanced PC skills, including Microsofft Office Applications